

Curriculum Vitae

Florentina Petica



Contact

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Date of Birth

23 January 1986

Nationality

Romanian

PROFILE

I embrace challenge, always seeking to learn new things and surpass my personal best by having great analytical skills and a positive attitude. My attention to detail and problem-solving skills help me focus on ensuring the best quality.

I'm outgoing, friendly and I have good communication skills.

Right now I am interested in elevating my professional prospects by working for a company that values hard work, passion, loyalty and diversity.

PROFESSIONAL EXPERIENCE

Packer

LOGISMOSE MEYERS aps, December 2018 – present, Hvidovre, Copenhagen

- Packing bread and sweets;
- Preparing pallets for orders and labeling;

Office Coordinator

DATAMONDIAL S.R.L., April 2015 – May 2018, Galati in Romania

DATAMONDIAL is a company that provides data entry services, for several clients from Europe. As office coordinator for the testing team, my main responsibilities were:

- Production planning.
- Keeping daily reports in Excel on quality and productivity;
- Receiving and analyzing adjustments in the work instruction and updates in the work application;
- Reporting the problems found by email to the IT department from Netherlands;
- Reporting concerns about the work instruction by email to the quality team from Netherlands;
- Sending proposals for improvement of the work application, that could lead to a higher productivity and quality;
- Training and supervising the activities of the team;
- Setting the bases for new clients by establishing the work instruction according to the clients needs and take care that the work application is functioning properly.

Data entry operator

DATAMONDIAL S.R.L., May 2011 – April 2015, Galati in Romania

- Insertion, validation and data processing for our clients from Netherlands according to work instruction;
- Delivering the data according to the service-level agreement.

Architect Assistant

B.I.A. Negoita A., July 2007 – November 2009, Galati in Romania

- Accounting;
- PC operator: MS Office (Word, Excel);
- Photocopying, scanning, typing documents;
- Preparing and organizing documentation for projects;

EDUCATION

Bachelor Degree in Economic of Commerce, Tourism and Services

“Dunarea de Jos” University of Galati, Romania, 2004 – 2008

ADDITIONAL INFORMATION

Languages

English	upper-intermediate (speaking, reading, writing)
Danish	intermediate (speaking, reading, writing) Currently attending module 4, language classes at Vestegnens Language and Competences Center, Glostrup.
Italian	intermediate (speaking, reading, writing)
Romanian	mother tongue

Computer skills

Microsoft Word - proficient user
Microsoft Excel - proficient user
Microsoft Power Point - proficient user
Good knowledge of computer utilization

Certifications

2004 - Certificate of Occupational Proficiency in Accounting

References

Available on request.